Study Permit Extension/Change Conditions

Extending a study permit

A study permit extension is a common application for international students in Canada who need to extend their study permit to cover the duration of their studies (plus 90 days).

Apply to extend at least 60 days before your study permit expires. You should add an **additional 90 days** to your expected duration of studies.

➢ *See more about extending your study permit* on this IRCC webpage

If you need to **change the conditions written on your study permit**, the application process is the same as extending the study permit.

What should I do if my study permit has expired?

You will need to **restore your study permit** within 90 days of the expiry date. You cannot study until your study permit is restored.

➢ *Learn more about restoring your study permit* on this IRCC webpage

Documents from Algonquin College to support your application:

✓ **Proof of Enrolment Letter** - You can download your own letter as a PDF through your ACSIS account. You will need to enter the expected graduation date for your program. If you're unsure of this date, confirm it with your program coordinator and add an additional two months.
   For example, if you are in your final semester and complete your final exams in:
   o **April** - choose June as your expected graduation date
   o **August** - choose October as your expected graduation date
   o **December** - choose February as your expected graduation date

✓ **Letter of Acceptance (LOA)** - If your program includes a work requirement (paid or unpaid).

✓ **Provincial Attestation Letter (PAL)** - **Unless you meet an exception**, a PAL is required for new study permit and study permit extension applications. Visit this IRCC webpage to learn when you need a PAL, or if you meet an exception.

Most Up-to-Date Information

Disclaimer: This immigration information was updated in December 2025 and is accurate as of the date of publication.

This page has been reviewed by Regulated Canadian Immigration Consultants (RCIC) and Regulated International Student Immigration Advisors (RISIA) in compliance with the Canadian Immigration and Refugee Protection Act. Please note this is not a legal document and information may change without notice. For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC) please refer to their website at: **canada.ca/immigration** or call 1-888-242-2100

It is the international student's responsibility to know the rules and regulations that apply to their status in Canada. Review study permit conditions on this IRCC webpage.

If you require PAL	If you meet a PAL exception
Submit your request for a PAL to International Admissions through your AC360 application portal (in your application's chatter feed). If you cannot access AC360, email **intladmissions@algonquincollege.com** with your full name, student number, and the reason you need the PAL. Approved requests may take up to 5 business days. A PAL cannot be issued if you have an encumbrance on your account.	If you meet a PAL exception — such as *being inside Canada and extending your study permit for the **same DLI and level of study* as your current study permit** — you must upload your own letter explaining how you qualify for a PAL exception in your IRCC application. In your letter, state the PAL exception you qualify for and how you meet each eligibility requirement. Include your full name, date of birth and student number. *same level of study* refers to the academic program's credentials, i.e. Certificate, Diploma and Degree.

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Additional Information

➢ **Co-op/Internship Work Permit**
If your Letter of Acceptance indicates that your program has a work requirement:

- You must apply for your Co-op/Internship Work Permit as well. You can apply for it at the same time, **within** your study permit extension application.
- Be sure to answer "yes" to the questions about *if your program includes a work requirement* in your application.
- Use a **Letter of Enrolment** from ACSIS to support the study permit extension.
- Use your **Letter of Acceptance** to support the co-op/internship work permit.
- More about the co-op/internship work permit is found on this IEC webpage.

➢ **Proof of Financial Support**
When applying to extend your study permit, IRCC will assess whether you have enough funds to continue to support yourself while in Canada. Learn more about IRCC Financial Requirements.

➢ **Immigration Medical Exam (IME)**
You may need to provide an immigration medical exam with your application. Visit this IRCC webpage to learn if you need one.

➢ **Processing Times**
See the processing times for various IRCC applications on this IRCC webpage.

➢ **Maintained status (formerly known as *implied status*)**
If you apply to extend your permit, and your study permit expires while you are waiting for a decision, you still have temporary (student) resident status. Learn more on this IRCC webpage.

➢ **Fees**
You can pay at the time of submitting your application. Review all IRCC application fees on this webpage.

➢ **Using a Representative**
Hiring a representative is optional. You can complete and submit your application yourself by following the instructions. If you choose to hire someone, ensure they are authorized.

➢ **IRCC Instruction Guides**
Review IRCC's step by step guide on how to apply.
- Learn how to fill out the required IMM5709 Form.

Apply On-Line

The IEC recommends that you use the latest version of your web browser. Use a computer (not mobile) and Acrobat Reader to open the form.

Step 1: Create or sign-in to your IRCC Secure Account

Step 2: Choose the visit, study or work option and answer the questions to get to the application and documents required.

Step 3: Upload the required documents, pay with a credit card and submit your application. You will receive a confirmation email from IRCC letting you know that they have received your application.

IMPORTANT

➢ You may be eligible to work on or off-campus while you study. See more about working as an international student on this IRCC webpage.

➢ A study/work permit cannot be issued beyond the expiry date of your passport. Extend your passport before applying to IRCC, if needed.

➢ If you'll finish your studies **before** your study permit expires, your study permit will expire on (whichever comes first - no matter the day printed on the permit):
- the date marked on the permit, **OR**
- 90 days after the day you complete your studies.

Note: At Algonquin College, you officially complete your studies the day you receive Graduated Status.

➢ Click here to learn more about study permit expiry dates.

International Education Centre (IEC)

The IEC is located in room C021 and is open Monday through Friday, from 8:30 am to 4:30 pm. On-campus services are **by appointment only**.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**.

Students may also book a face-to-face or virtual meeting. **Click here** to get in touch or book an appointment with us.

You may also wish to visit the **IEC events calendar** to register for upcoming immigration workshops and events.